

Supply

CIVIL AIR PATROL SUPPLY MANUAL

This manual establishes a standard system for Civil Air Patrol (CAP) commanders and supply officers to obtain, control, and dispose of supplies, equipment, and other material. It contains Air Force restrictions and the corporate policy and guidance necessary to assure CAP's continued eligibility to receive Department of Defense (DOD) excess material and to properly utilize and protect the assets of the corporation. Its provisions are mandatory for use by all members of CAP regardless of the level at which they are located within the corporate structure; for example, region, wing, sector, group, or squadron. Aircraft procedures are only included for accountability purposes. Additional provisions for the acquisition, control, and dispose of aircraft are contained in CAPR 67-4, Acquiring, Reporting, and Disposing of Corporate Aircraft.

	Paragraph	Page
Chapter 1 - General		
CAPM 67-1 Implementation/Changes	1-1	1
Definitions	1-2	1
Property Management	1-3	1
Property Sources	1-4	1
Personal Property	1-5	2
Chapter 2 - Supply Files		
Mandatory Files	2-1	3
Region and Wing Support Files	2-2	3
Optional Files	2-3	3
Records Disposition	2-4	3
Chapter 3 - Property Accountability		
Property Acquired by CAP	3-1	4
Supply Officer Appointments	3-2	4
Property Accountability Forms	3-3	4
Document Control Numbers	3-4	4
Request for Property	3-5	4
Property Receipt Procedures	3-6	4
Issue Procedures	3-7	5
Transfer of Property Between CAP Wings/Units	3-8	6
Property Turn-In from Unit to Wing	3-9	6
Unit Deactivations	3-10	6
Annual Inventory	3-11	6
Chapter 4 - Disposal of Excess Property		
Redistribution of Serviceable or Economically Repairable Property	4-1	7
Disposal of Property	4-2	7
Sales/Auction Procedures	4-3	8
Processing Proceeds from Sale of Property	4-4	8
Lost, Stolen, Damaged, or Destroyed Property	4-5	8
Chapter 5 - Other Supply Procedures		
Visits to Defense Reutilization and Marketing Offices (DRMO)	5-1	10
Vehicles	5-2	10
Aircraft	5-3	10
Firearms	5-4	10
Annual Survey/Audit of Supply Records	5-5	10
Suspension from Eligibility to Receive DOD Excess Property/Property Acquired through DOD		
Appropriated Funds	5-6	10
Storage of Property	5-7	10

Supersedes CAPM 67-1, 2 March 1987. (See signature page for summary of changes.)

OPR: LGS

Distribution: In accordance with CAPR 5-4.

Attachments

	Page
1. Property Document Register (CAP Form 38)	12
2. Instructions for Completing CAP Form 37	13
3. CAP Form 11`1, Recap Sheet (Expendable Issues Only).....	20
4. Transfer of Property Responsibility	21
5. DD Form 1348-1	22
6. Certificate of Donation.....	23
7. Federal Supply Classes Authorized for CAP.....	24

Chapter 1

GENERAL

1-1. CAP Manual 67-1 Implementation/Changes. This manual will not be changed except by HQ CAP-USAF/LGS. However, suggestions for recommended changes which would improve procedures are welcome at any time. These suggestions must be routed through both the CAP region and the Liaison Region (LR). Region/wing commanders may publish supplemental guidance to give more detailed instructions to their units. A copy of any supplement will be provided to the USAF-CAP Liaison Office (LO), USAF-CAP LR/LG, and CAP-USAF/LGS.

1-2. Definitions:

a. Serviceable. Not requiring any more than routine servicing or maintenance.

b. Economically Repairable. Cost to repair does not exceed the current fair market value.

c. Uneconomically Repairable. Cost to repair exceeds the current market value and/or CAP would have no further requirement for the property even if it were to be repaired.

d. Scrap Property. Property unuseable for any purpose but being sold for weight or put in a landfill.

e. Expendable Property. Property that is normally consumed either partially or completely during its use and/or has no further value after-usage. Items such as clothing, office supplies, nonpowered hand tools, spare parts for vehicles and office furniture (desks, chairs, filing cabinets, bookcases) are expendable.

f. Nonexpendable Property. Property that is not consumed during use and/or can be used continually or has some value (usually monetary). Items such as aircraft, vehicles, typewriters, generators, binoculars, communication equipment, and calculators are nonexpendable.

g. Unit. Unit is used throughout this manual to refer to CAP Regions, Wings, Groups, Squadrons and Flights.

1-3. Property Management. Proper management of corporate property is the responsibility of all members of Civil Air Patrol (CAP). Commanders at all levels will ensure that proper management, supervision, and control of CAP property is accomplished. CAP property will be used only in support of CAP programs. The unauthorized/improper use of CAP property will be reported to the wing commander immediately. He/she will take action to recover property being used for other than CAP programs and activities.

1-4. Property Sources:

a. Department of Defense (DOD). The Civil Air Patrol is eligible to receive DOD excess property in accordance with the provisions of Public Law, DOD and Air Force directives. This eligibility does not make transfer of such property mandatory. Property must be excess to the requirements of DOD, available for transfer, and CAP must have a valid requirement.

(1) The equipment and supplies that may be obtained by CAP from DOD excess sources are contained in attachment 7. Aircraft, to include sailplanes and hot air balloons, will be obtained in accordance with CAPR 67-4.

(2) When a unit has a valid need for an item listed in an FSG/class not reflected in attachment 7, approval to acquire the item may be granted by the USAF-CAP LR/LG. A written request containing complete justification will be submitted by the wing commander/supply officer to the wing LO for indorsement and forwarded to the LR. Region requests will be forwarded directly to the LR/LG.

NOTE: Excess DOD property will not be acquired for the purpose of trade or resale. Property must be kept for at least one year unless waived, in writing, by National HQ/LG.

b. Commercially Procured Property. CAP may commercially procure needed items.

c. Donated Property. Individuals, business enterprises, or foundations may donate equipment or assets to the CAP. Acceptance of such donations is authorized and encouraged. See paragraphs 3-6c for acceptance procedures.

d. CAP Supply Depot. The corporation established the CAP Supply Depot, located in Amarillo, Texas, to provide a central point for the storage, issue and accountability of DOD excess aircraft spare parts and purchased (vendor) items for use by and in support of all CAP corporate aircraft. The depot is a corporate facility operated under the supervision of the National Administrator.

(1) **Aircraft Supported.** The depot stocks items to support almost all corporate aircraft. Several assets are acquired from DOD excess and include airframe parts and complete engine assemblies. It also functions as a distributor/ dealer for many vendor items not available from DOD excess.

(2) **Overhaul Services.** Overhaul items, processed through authorized FAA repair facilities, are available. These include instruments, booster pumps, propellers, engine accessories, cylinders, and complete engines. In such cases, the "exchange core" concept applies.

(3) **Charges.** In order to offset the cost of operating the depot, a minimum handling fee is assessed each item.

(4) **Commercially Purchased Components.** In addition to items acquired from DOD excess, buy programs have been established to ease the cost of many commercially purchased aircraft components. The CAP Supply Depot, as a Continental Motors distributor, can purchase most engine components such as valves, pistons, and pins for corporate-owned aircraft for 40 percent off list price. Overhauled and remanufactured engine assemblies are discounted 20 percent. Other items are priced from 5 to 20 percent over cost.

(5) **Private member-owned aircraft.** Certain depot-purchased items are made available to CAP members for use on private member-owned aircraft which are being used in support of CAP search and rescue. Handling fees are the same as for corporate aircraft but are limited to those items purchased by the Depot for which no manufacturer restrictions have been imposed. Items currently available are tires, tubes, batteries, emergency locator beacons, direction-finding equipment, and strobe system. Sales to members for private aircraft use will be requested in writing and contain full payment. In addition to the requisitioning requirements identified in (6) below, the mem-

her's CAP serial number or social security number will be included. Such requests do not require local unit approval.

(6) Ordering Procedures. Requests for parts may be made by telephone (AC 806-335-2001) or toll free if calling outside the state of Texas (1-800-858-4370), by CAP Form 37, or by general correspondence addressed to the CAP Supply Depot, 14400 Airport Boulevard, Amarillo, Texas 79111. Due to the volume of inventory and minimum handling fees assessed, the Depot does not publish a catalog. Price and availability inquiries are invited. Requests should contain manufacturer's part number when available. All requirements must indicate CAP unit, shipping and billing address, aircraft

type, and FAA registration number. Charge sales are subject to approval by Depot and National Headquarters.

e. State Agency of Surplus Property (SASP). If a CAP wing has its public safety role clearly indicated in its states' official emergency plan, the wing may be eligible to receive Federal Surplus through the SASP donation program. The wing commander must contact the SASP to determine eligibility.

1-5. Personal Property. Personal property left in a unit over an extended period should be identified as "personal property" to prevent the property from being misidentified as CAP property and picked up on the Logistics Inventory (S-3).

Chapter 2

SUPPLY FILES

2-1. Mandatory Files. The following files are mandatory at all levels within CAP. In order to maintain accountability of CAP property, the following files will be established.

a. Property Document Register. (Attachment 1)

Only one register (CAP Form 38) per unit will be used. Document numbers will be recorded consecutively. A new register will be started as of 1 January each year.

b. Nonexpendable Property File. This file will contain a current copy of the unit signed inventory dated 31 March (S-3 Report). In addition, a completed copy of a CAP Form 37 will be filed in this folder for all nonexpendable property received, transferred, or disposed of (DD Form 1348-1 for receipts at region/wings). A separate file may be established under each heading; i.e., nonexpendable receipts, nonexpendable transfers, nonexpendable disposals. Maintain files in document number sequence (CAP Form 38). *NOTE. The completed copy of the CAP Form 37 or DD Form 1348-1 will be maintained until the item is added to or deleted from the next signed inventory (S-3 Report) dated 31 March.*

c. Expendable Property Files:

(1) Expendable Receipt File. When expendable property is received, a copy of receiving documentation (CAP Form 37 or regions and wings may use DD Form 1348-1) will be placed in this file.

(2) Expendable Issue File. A file will be established by each unit to file CAP Forms 111 and 37 used to issue expendable property to individuals/units. Expendable transfers and turn-ins will also be filed in this folder. *NOTE. CAP Forms 111 may be used to transfer accountability of DOD funded cadet uniforms.*

(3) Expendable Disposal File. Disposal of expendable property will be recorded on CAP Form 37. A completed copy along with all support documentation will be filed in this folder.

d. Unit Requirement List. The wing will maintain a current copy from each of its subordinate units.

e. Supply Officer Appointment Folder. A folder will be established for filing of the wing and unit CAP Forms 2a (Supply Officer Appointments). The wing folder will contain a current copy of all Supply Officer Appointments within the wing.

2-2. Region and Wing Support Files. These files are mandatory for each region and wing:

a. Unit Account Files. A separate file will be established for each unit where a copy of their signed inventory (S-3Report) will be filed. Also a copy of all nonexpendable transactions (CAP Form 37) that effect the units inventory will be filed in this file. This includes receipts, transfers, disposals, and reports of survey. When property is transferred from the wing account, a copy of the CAP Form 37 may also be filed in the

wing's Nonexpendable Property File. *NOTE. A folder for each category may be established. The suspense copy of the CAP Form 37 may be destroyed when the item is added to or deleted from the inventory (S-3 Report) dated 31 March.*

b. Aircraft/Vehicle Receipt Folder. A permanent folder will be established for all aircraft/vehicle receipts. A copy of the original receiving documentation will be maintained in the file for as long as the aircraft/vehicle is assigned. The CAP Form 37/DD Form 1348-1 will be filed in the disposal folder when the aircraft/vehicle is disposed of (see CAPR 10-2).

NOTE: A separate folder for each category may be established. When vehicles/aircraft are transferred to a unit, use nonexpendable issue procedures

c. Assignment of Nonexpendable Serial Numbers. Each region and wing will establish procedures to assign and permanently affix serial numbers to nonexpendable items received without a serial number. Any process may be used as long as it prevents reuse of numbers and ensures assigned numbers are reflected on/affixed to property for as long as it is in use by CAP. (A serial number log is a proven method of control.)

d. Transaction Register (TR). When requested changes on nonexpendable property are processed at National Headquarters a TR will be provided to the requesting region or wing. This product should be used to ensure that all requested changes were processed and reflect correct information. If the information on the TR is not correct, follow-up action should be taken through the LR/LG or LO respectively.

2-3. Optional Files. These files become mandatory when indicated action takes place and will be maintained and updated until property is returned to the control of the issuing authority.

a. Individual Issue Folder. When an individual is issued nonexpendable property, a separate folder will be established for that individual's CAP Forms 37 until property is returned.

b. Loan of Property Folder. Loan of property to DOD, state and local government agencies will be documented using the same process as individual issues.

c. Property Repair File. When property (expendable or nonexpendable) is removed from the unit for repair, by commercial or individual sources, a receipt will be obtained from the repairing activity reflecting serial number and/or description of the item. This receipt will be maintained until property is returned to the unit.

2-4. Records Disposition. Documentation established by this directive will be maintained and disposed of in accordance with CAPR 10-2.

Chapter 3

PROPERTY ACCOUNTABILITY

3-1. Property Acquired by CAP. Regardless of the source of acquisition, property will be receipted and accounted for using the procedures outlined in this chapter. All funds and/or property acquired by any unit of CAP in any manner and from whatever source shall be received in the name of "Civil Air Patrol" and shall be administered and accounted for as prescribed by regulations. (Reference section 34, Funds and Property, Bylaws of CAP and Article XIII, Funds and Property, Constitution of CAP.)

3-2. Supply Officer Appointments. All supply officer appointments and changes will be made IAW CAPR 35-1 (Transfer of property responsibility will be accomplished as outlined in attachment 4).

a. New Appointments. When there is no change of supply officer (i.e., activation of new flight, squadron, or group) and/or transfer of property is not involved, (i.e., the unit doesn't have any expendable or nonexpendable property) appointments are accomplished as outlined in CAPR 35-1.

b. Change of Supply Officer and Transfer of Property Responsibility. After supply officers have been changed as outlined in CAPR 35-1, a complete joint inventory of the unit account should be completed by the outgoing and incoming supply officer. Only those equipment items charged to their account and under their direct control will be inventoried. The new supply officer must make sure that all nonexpendable items on the (S-3) account are on hand or that action has been taken to clear the old account of missing or misidentified items before taking charge of the new account. Then a transfer of Property Responsibility statement will be accomplished as outlined in attachment 4. Should the outgoing supply officer be unavailable for signing, and all property has been accounted for, enter reason above the name, (i.e., deceased/resigned). The original copy will be filed along with the inventory (S-3) and copies provided to:

- (1) The individual relinquishing property responsibility.
- (2) The individual accepting property responsibility.
- (3) The commander of each of the above individuals.

3-3. Property Accountability Forms. The following forms will be used by each CAP unit to account for all corporate property. The CAP forms are available by ordering them from National Headquarters CAP/DAP in accordance with CAPR 5-4.

a. CAP Form 38, Property Document Register (Attachment 1). This form is the basic supply record used to record all property transactions. Each unit will maintain a register.

b. CAP Form 37, Shipping and Receiving Document (Attachment 2). This form will be used to record most nonexpendable and expendable property transactions. One exception is that DD Form 1348-1 (attachment 5) may be used to transfer property from USAF-CAP to CAP (receipt) when sufficient copies are received with the property or provided by the Liaison Office. *NOTE. The DD Form 1348-1 cannot be ordered from CAP/DAP. Use CAP Form 37 dated Sep 88, all others are obsolete.*

c. CAP Form 111, Recap Sheet (Expendable Issues (Attachment 3)). Used only to record expendable issues to the immediate members of a unit. CAP Form 37 must be used to issue property to members of other units. *NOTE. CAP Form 111 can be used to transfer accountability of DOD funded cadet uniforms.*

3-4. Document Control Numbers. All CAP Forms 37, DD Forms 1348-1 (used to transfer property to regions/wings), and CAP Forms 111 will be assigned document control numbers. Document numbers will consist of the last two digits of the calendar year and the sequential number of the transaction (attachment 1). Only one document control register will be used by each unit receiving/issuing property. No exceptions are authorized.

3-5. Request for Property. The unit supply officer will submit requests for property to the wing supply officer. The requests will contain justification for nonexpendable items. The wing supply officer will attempt to satisfy the requirement from wing resources. If the material is not available, the wing supply officer may coordinate with the region and/or other wings within his/her region to determine if assets are available for redistribution. If not available from CAP resources, the equipment and/or supply requirements will be submitted to the wing LO. Normally the following conditions are required prior to approving DOD excess for CAP:

- a.** The CAP wing has submitted an annual list of requirements to the wing LO and LR/LG NLT 30 June. This list may be supplemented at reasonable intervals throughout the year with proper justification.
- b.** The wing is not frozen from receiving DOD excess property.
- c.** Items required have been located through the screening process.
- d.** Items are authorized for CAP, and the wing can effectively use the property in the performance of its mission.

3-6. Property Receipt Procedures:

a. DOD Excess Receipts. Property acquired from DOD excess will be received by the region/wing commander/supply officer. He/she will complete and return all receipt/transaction documents (two copies for expendable and three for nonexpendable) to the liaison office within 30 days after receipt of property. A copy of the receipt will be placed in the applicable file. (See chapter 2, Supply Files) *NOTE 1: Region and wings may use DD Form 1348-1 to document receipt of property. Upon receipt, enter region/wing charter number in "ship to" block, sign in block 14, record receipt document number in block 15, and serial numbers in blocks U or X (may be continued on reverse side.) (See attachment 5) NOTE 2: To enhance accountability of expendable items all clothing items received in batch lots will be inventoried upon receipt. The receiving documentation will reflect quantities of*

of each item, i.e., 10 fatigue shirts, 20 fatigue pants, 10 blue shirts, etc. Disposal of unserviceable items will be accomplished using procedures in chapter 4.

b. Commercially Procured Receipt. When items are commercially procured, a CAP Form 37 will be initiated by the unit acquiring the property and accounted for the same as DOD excess property. The commander will ensure the appropriate expendability block is indicated and the word "Purchase" is entered in the FX number block of the CAP Form 37. Copies of the CAP Form 37 will be forwarded to the wing supply officer, who will complete and forward three copies to the wing LO.

c. Receipt of Donations (Except Aircraft). All donations must be accepted by the region or wing commander. If the estimated value of the donation is less than \$5,000, the wing commander will sign the certification of donation and provide the original copy to the donor (see attachment 6). The appropriate commander will determine if the donation is expendable or nonexpendable. Two copies of the certificate will be provided to the supply officer to establish accountability. The word "Donation" will be entered in the FX number block and leave unit price block blank of the CAP Form 37. One copy of the donation certificate and three copies of the CAP Form 37 will be forwarded to the LO. One copy of each will be filed in the wing records.

(1) If the estimated value of the donation is \$5,000 or more, the donor will complete an Internal Revenue Service (IRS) Form 8283 instead of the CAP donation receipt (attachment 6). (NOTE. If the donor does not complete an IRS Form 8283, the property cannot be accepted.) The region commander will sign the IRS Form 8283 and return the original to the donor when the appraisal value is \$10,000 or less. Higher value donations are accepted JAW paragraph 3-6c(2) below. Copies of the IRS Form 8283 will be utilized to establish accountability for items as outlined above. To identify the additional processing requirements, an asterisk (*) will be placed in the first position of the serial number field on the CAP Form 37 and the letters IRS in the FX number block. Aircraft are exempt; see paragraph (5) below.

(2) If the estimated value of the donation exceeds \$10,000, the IRS Form 8283 will be forwarded to National Headquarters for approval/disapproval by the National Administrator. If approved for acceptance, accountability will be established as outlined above. Aircraft are exempt; see paragraph (5) below.

(3) UNDER NO CIRCUMSTANCES WILL ANY MEMBER OF CAP PLACE AN ESTIMATED VALUE ON A DONATION. THE DONOR ESTABLISHES VALUE. HOWEVER, THE ESTIMATED VALUE WILL NOT BE REFLECTED ON THE CAP DONATION CERTIFICATE.

(4) All conditional donations must be approved in writing by the region commander.

(5) Donated Aircraft. The wing commander may accept all aircraft donations regardless of the estimated/appraised value. A donation certificate (attachment 6) is required for all donated aircraft. Any conditional donation must be approved in writing by the region commander. A copy of the donation certificate signed in ink, a copy of the CAP Form 37, and a check in the amount of \$5.00 made out to the FAA will be forwarded to National Headquarters/LGM to register and enter the aircraft on the RCS S-5 Report. If the estimated value of the donation is \$5,000 or more, the donor will complete an

IRS Form 8283 in addition to the donation certificate. If the donor does not complete the IRS Form 8283, the aircraft cannot be accepted. The wing commander will sign the IRS Form 8283 and return the original to the donor. A copy will be forwarded along with the donation certificate. For S-5 reporting purposes, the current Aircraft Bluebook Price Digest will be used to establish the actual value.

d. Receipt of State Owned Property. CAP may receive items purchased through the state. When items are received through and ownership remains with the state, they will be identified as state property. Items will be accounted for on a State Inventory in lieu of the Annual Inventory, CAP RCS S-3. If ownership passes to CAP, action will be taken to account for property using procedures for purchased items (see 3-6b above). Also, property may be received through General Service Administration/State Agency for Surplus Property (GSA/ SASP) donation program. National Headquarters will receive and utilize a copy of each invoice to ensure accountability is maintained/established by the applicable region/wing. Property received through the SASP will be received into the wing supply system utilizing CAP Form 37. To identify property received through this program, enter SASP-Purchase in the FX number block of the CAP Form 37. In addition to CAP requirements, each wing must comply with requirements of this program.

e. DOD Funded. DOD funded items will be received in the same manner as DOD excess. The words "DODFunded" will be entered in the FX number block of the CAP Form 37.

3-7. Issue Procedures:

a. Expendable Issues. A unit will issue expendable items to its members using CAP Form 111 as outlined in attachment 3. CAP Form 111 will not be used to issue expendable items to members of other units. Transfers of expendable items to other units will be documented on CAP Form 37 and will be released to the receiving unit's supply officer or commander only. This will be accomplished by initiating an expendable issue CAP Form 37 as outlined in attachment 2. Upon completion, provide the gaining unit a copy for their expendable property receipt file and file a copy in the losing unit's expendable issue folder. The gaining unit will then issue property to its members on CAP Form 111.

b. Nonexpendable Issues to Groups, Squadrons/ Units:

- (1) The issuing unit will:
 - (a) Initiate a CAP Form 37 in six (6) copies.
 - (b) Use one copy as a suspense.
 - (c) Send five (5) copies with property to the receiving unit.
- (2) The receiving unit will:
 - (a) Complete the CAP Form 37 and retain one copy.
 - (b) Return four (4) copies of the CAP Form 37 to the issuing wing.
- (3) Upon receipt of the completed CAP Form 37, the issuing unit will:
 - (a) Destroy the suspense copy of the CAP Form 37.
 - (b) Place the original copy in the receiving unit's file.
 - (c) Send three copies to the wing liaison office.

c. Nonexpendable Issues to Individuals. Issues to individuals will be approved in writing by the commander/deputy commander of the unit making the issue. The approval will be the commander's/deputy commander's signature on the CAP Form 37 documenting the issue. Under no circumstances will issues be made to any individual who is not an assigned and active member of the unit.

d. Annual Revalidation of Nonexpendable Issues to Individuals. Annually, during the month of April, each commander or his/her designated representative (by letter), along with the individual who physically has custody of the item(s), will review and validate all CAP Forms 37 for items issued to individuals regardless of what month the item(s) were issued in. His/her signature and date on each, along with the individual's initials/date, indicates that the individual is still assigned to the unit, a member in good standing, and actually has the property listed on the CAP Form 37 (see attachment 2). If more than two (2) annual revalidations are required, use the reverse side of the CAP Form 37. Procedures must be established to recover property from individuals who terminate membership in CAP or transfer to another unit.

3-8. Transfer of Property Between CAP Wings/Units:

a. Nonexpendable property (excluding aircraft) may be transferred between wings with the mutual consent and approval of the commanders concerned. A CAP Form 37 will be initiated by the losing supply officer and completed by the gaining one. Transfer between units below wing level requires approval of the wing commander/director of logistics. Copies of all transfer documentation will be provided to the wing supply officer, who will ensure that three copies are forwarded to the LO.

b. Transfer of expendable property between units does not require wing approval. Transfer will be accomplished on CAP Form 37 (see paragraph 3-7a).

c. Costs incurred from the transfer of property between CAP units will be paid by the receiving unit.

3-9. Property Turn-In from Unit to Wing. When units have nonexpendable/expendable property that exceeds their needs, it will be transferred to the wing. CAP Forms 37 will be initiated by the unit making the turn in and completed by the wing. The wing will make distribution of the CAP Forms 37.

3-10. Unit Deactivations. Upon unit deactivation the following actions will be taken:

a. The wing commander will reclaim all corporate property.

b. Property recovered will be stored or offered to other units to fill existing requirements. Should no need exist for the property, action will be taken to dispose of it in accordance with procedures outlined in chapter 4.

c. The Unit Folder of the deactivated unit will be annotated as Deactivated and retained as a permanent part of the current records.

d. If all property was returned to the wing, a letter stating so from the wing, through the LO, to National Headquarters LG will be justification to process a mass transfer back to the wing.

Otherwise a CAP Form 37 will be required for individual item(s).

e. Each computerized inventory or CAP Form 37 (including those for which the property is not recovered) will be annotated with the action taken on each piece of property; for example, (1) return to wing inventory; (2) transferred to Squadron XXX; (3) report of survey pending, etc. If all efforts fail to recover the property, the wing commander will process Reports of Survey to drop accountability for the missing property.

3-11. Annual Inventory (CAP-RCS-A-S3). Proper management and control of any corporation requires periodic inventories of its assets. To ensure such management and control within CAP and provide a consolidated record and quick reference of corporate property, an inventory of nonexpendable property will be performed by each CAP unit as of 31 March of each year. The following procedures will apply:

a. Annually, HQ CAP-USAF/LGS will print (as of 31 March) and forward to each wing and region four copies of an updated S-3 Report.

b. Each region will inventory, validate, and forward their S-3 Report to their respective LR/LG.

c. Each wing will send three copies of the S-3 Report to their units for inventory, validation, and signature by the unit commander/supply officer. Wing commanders and logistics supply officers will not sign unit inventories in lieu of unit personnel unless they have property listed within their immediate control and action is being taken to transfer property back to wing account. This is necessary to make sure individuals signing the report can be held accountable for property reflected on the S-3 Report.

d. After the unit commander/supply officer validates and signs the S-3 Report, he/she will retain one signed copy and return two copies to the wing.

e. The wing will validate each unit's report against its records. If the records agree, a copy of the S-3 Report will be filed in the "Unit Nonexpendable File." If the records do not agree, a copy of a CAP Form 37 documenting the correcting action will be attached to the S-3 Report and then filed in the "Unit Nonexpendable File." *NOTE: A copy of the original CAP Form 37 will follow all actions to be processed as outlined in paragraph 3-7 below.*

f. After all unit S-3 Reports are received at the wing and validated, the complete package, to include CAP Forms 37, will be sent through the wing LO to arrive at the LR/LG not later than 15 July.

NOTE 1: Only complete reports (S-3) are forwarded to the LO. A report is not complete unless all deletes, adds, and transfers are supported by an accurately prepared CAP Form 37. Only the most current signed S-3 Report will be maintained in file.

NOTE 2: An information copy of the S-3 Report will be provided each region/wing in November of each year. It does not require processing. It is for information only and is to be used as directed by the applicable commander

Chapter 4

DISPOSAL OF EXCESS PROPERTY

4-1. Redistribution of Serviceable or Economically Repairable Excess Property:

a. Group/Squadron Level Action. Property no longer required will be reported to wing headquarters for possible redistribution. The report will include noun, quantity, serial number (if applicable), condition of property, repairs needed if applicable, and estimated cost of repairs.

b. Wing Level Action. Redistribute the property, to other groups or squadrons within the wing as needed. Report property to region Director of Logistics if not distributed within the wing.

c. Region Level Action. Redistribute the property to other wings within the region as needed. If no requirement exists, request the USAF-CAP/LG coordinate with other regions to determine if there is a requirement for the property.

d. Costs of Redistribution. Cost to ship excess property will be paid by the receiving unit.

4-2. Disposal of Property:

a. Disposition of all property (expendable and non-expendable) will be documented on a CAP Form 37. Methods of disposal are:

(1) Sale. The sealed bid sale method is required. (See paragraph 4-3)

(2) Auction. Conducted as outlined in paragraph 4-3.

(3) Donation to nonprofit organizations, i.e., orphanages, trade schools, scouts, civil organizations, churches, etc.

(4) Sell for scrap, weight or use of landfills. Landfill use must have both wing liaison office and liaison region approval. (See paragraph 4-3d) Also, compliance with local laws governing use of such facilities is mandatory and property must be of no discernible value.

(5) Reclaiming vehicles for parts. (See chapter 5)

(6) Return to DRMO. (See paragraph 4-2c)

(7) Trade. (See paragraph 4-3c)

b. Excess DOD property, not redistributed, an acquired, after 1 January 1986 will be returned to the nearest DRMO unless a waiver is granted by HQ CAP-USAF/CC or the property is considered nonreturnable. Nonreturnable property is:

(1) Any property with an initial acquisition cost of \$1,000.00 or less.

(2) Clothing items/uniforms.

(3) Office furniture.

(4) Property that have been consumed or worn out; i.e., tires, batteries, etc.

c. To return property to DRMO, initiate a disposal CAP Form 37 as outlined in attachment 2 and forward to the LO. The LO, utilizing the CAP Form 37, will prepare return documentation (DD Form 1348-1) required for returning items to DRMO. CAP regions/wings are responsible for the transportation of property to DRMOs and all cost incurred. After the region/wing deliver the property and DD Forms) 1348-1 to the DRMO, the LO will sign the disposal CAP Form 37, return original copy for the wing disposal file, and forward

copies to HQ CAP-USAF/LG through the LR/LG to adjust accountable records (S-2/S-3). NOTE. *When the items) being returned to DRMO have components attached that were obtained from other than DOD sources, the components may be removed before turn-in.*

d. Returning property to DRMO is not always practical due to distance, cost of transportation, etc. If the property is returnable and its return to DRMO is considered impractical, a waiver must be approved by HQ CAP-USAF/CC prior to using any other disposal method. Waiver request will be in writing, signed by the wing commander and forwarded through the LO and LR/CC to HQ CAP-USAF/CC for approval/disapproval. Each request will reflect:

(1) Type of property (noun, serial number).

(2) Federal Stock Class.

(3) Reason for disposal (in detail).

(4) Proposed disposal method.

(5) Location of the nearest DRMO.

(6) Distance in ground miles to that DRMO.

(7) Current estimated value of the property and how this value was determined.

(8) Estimated cost to transport the items) to the DRMO.

(9) Any other pertinent information to justify the waiver.

e. Disposal of nonreturnable or property acquired prior to 1 Jan 86, requires approval of the LO or LR/CC. A request reflecting Federal Stock Class, noun, serial number, condition (uneconomically repairable, serviceable, etc.), and proposed disposal method will be forwarded to the LO. The following action will be taken to complete the request:

(1) Property located reasonably close to the wing commander, or his/her staff, and the wing LO will be inspected and appropriate disposition action determined.

(2) Property located in remote areas of the wing does not require physical inspection. Therefore, reports must contain sufficient detail on which disposition action can be determined by the wing commander, LO, or LR/CC.

(3) Upon receipt of an approved request, a disposal CAP Form 37 is initiated as outlined in attachment 2. Property is disposed of utilizing the approved method. When a unit below wing level completes disposal action, the unit commander will certify the disposal by signing in the remarks block. After the wing commander signature is obtained, the CAP Form 37 and support documentation, which includes a copy of the original disposal request, is forwarded to the LO for finalization.

(4) The LO signs the disposal block on the CAP Form 37, returns original for filing in the wing property disposal file and forwards copies to HQ CAP-USAF/LG through the LR/LG to adjust accountable records (S-2 and S-3). If the property was disposed of by a unit below wing level, the wing supply officer will ensure a copy of the CAP Form 37 is provided to the unit and its accountable records are adjusted.

f. Disposal of other CAP property (purchased and donated) does not require LO approval and does not require turn in to DRMO. All other procedures apply. Also, an IRS

Form 8282 is completed when disposing of donated property within two years of the original donation date and its appraisal value exceeded \$5,000.00 when acquired. IRS Form 8282 is forwarded to National Headquarters/AC through the LO within 60 days of disposal action. National Headquarters will make copies for forwarding to the IRS and the donor. This must be done within 90 days of the disposal date. Process aircraft in accordance with CAPR 67-4.

4-3. Sales/Auction Procedures. All property to be sold will be sold by either sealed bid or auction sale. Property will not be declared scrap just to circumvent the sealed bid or auction methods. All sealed bid and auction sales will have an advertisement placed in a local publication(s) (cost of the advertisement versus expected proceeds should be the prime consideration). Units may *also* mail invitations for bid (IFB) to prospective buyers.

a. Sealed Bid Sale:

(1) The advertisement and IFB (if used) will contain:

(a) Enough information for buyers to submit a realistic bid.

(b) A statement that all property is sold in "as is" condition with no representation or warranty as to the property's condition.

(c) A closing date for all bids.

(d) A bid opening date.

(e) A statement that CAP has the right to refuse any or all bids.

(2) Other procedures:

(a) Ensure all items that are not to be sold are removed/exchanged before bidders inspection.

(b) Safeguard received bids to prevent unauthorized access.

(c) Advise bidders they are welcome to attend bid opening.

(d) Accomplish a disposal CAP Form 37 as outlined in attachment 2.

b. Auction Sale. Auction sales should be conducted by a commercial auctioneer or at an auction house at regular scheduled auctions open to the public. If property is DOD excess and is sold by any other method of auction, the LO and/or the LNCO must be present. A record of the auction sale (date, location, and name of successful bidder) will be annotated on the CAP Form 37 as outlined in attachment 2.

c. Trade. To trade property, a proposed trade agreement must be approved by the wing/region commander. If the property is DOD excess, the proposal must also be approved by the LO or LR/CC. A copy of the approved proposal is attached to the disposal CAP Form 37.

d. Other Sales Action. When it is not economical to dispose of nonreturnable property using the sealed bid/auction method, wings may request to sell an item(s) as scrap weight or use of landfill. If property is DOD excess, the request must be approved by the LO and LR/CC. If property is other than DOD excess, the request must be approved by the wing/region commander.

e. Who May Not Bid on CAP Sales. Corporate policy prohibits any corporate officer from bidding on, purchasing, or otherwise acquiring property.

4-4. Processing Proceeds from Sale of Property. Proceeds

from each sale of property (regardless of acquisition source) will be in the form of a cashier's check or money order made payable to applicable wing/region. The applicable wing or region commander is responsible for determining the most effective and equitable distribution of these funds. The following items will be forwarded through the LO to the LR/LG to National Headquarters CAP/LGS:

a. A copy of the check or money order and deposit slip.

b. A copy of CAP Form 37 terminating accountability for the property.

c. A copy of the letter that authorized disposal.

d. A copy of the advertisements and IFB. (If applicable)

e. A copy of all bids received.

f. Original IRS Form 8282 when the appraised value was over \$5,000.00 and acquired within two (2) years of disposal action.

NOTE. The CAP Form 37 will include name and address of the buyer and the amount of money derived from the sale. Ensure vehicle sales reflect all identifying data in order to remove the vehicle from the inventory/status report (S-2).

4-5. Lost, Stolen, Damaged, or Destroyed Property:

a. Individuals who, through their negligence, allow corporate property to become lost, stolen, or destroyed may be liable to Civil Air Patrol for the fair market value of the item, or its cost to repair, whichever is less. Payment need not be made if the member involved replaces or repairs the item to the satisfaction of the wing and subordinate unit commander. Any funds recovered as a result of the aforementioned action will be proposed in accordance with paragraph 4-4.

(1) Lost, stolen, damaged, or destroyed property will be reported to the wing/region commander immediately. The commander will appoint a well-qualified CAP member, or board of members, from a unit other than the one in which the loss occurred to conduct the investigation.

(2) The investigation is not restricted by any set procedure. Use common sense, prudence and diligence in gathering facts about the loss. In the event of pecuniary liability against any member, the member shall be advised of the findings and offered an opportunity to refute or offer any evidence available in his/her own behalf. The member may have legal counsel of his/her choice and at his/her own expense.

(3) Pecuniary liability may be recommended by the investigating officers) based on a finding of gross negligence or on a finding that a violation of a CAP regulation directly caused the loss. (*NOTE. Regardless of investigators' recommendations, CAP commanders may take other appropriate administrative measures in order to safeguard CAP property and personnel, i. e., written or verbal reprimand, relief from duty, demotion, membership termination, etc*) The report of investigation should set forth in as much detail as possible to include:

(a) A written statement from the last individual assigned the property and supply officer or documentation of the attempts to obtain information from concerned individuals.

(b) Results of: complete inventory, research of supply files, and contact with other units.

(4) To be final the investigating official's recommendations must be reviewed and approved by the wing or region commander. Recommendations for pecuniary liability may not be increased by the commander. The region/wing

commander must notify the CAP member of any approved findings of pecuniary liability by mail.

(5) CAP members who feel the imposition of pecuniary liability is unjust or unfair may appeal to the National Commander. Such appeals must be submitted within 90 days after the wing/region commander's approval and will be limited to a review of the Investigation Report and any other document the member may submit.

b. Records Adjustment. When it is necessary to terminate accountability for property lost, stolen, damaged, or destroyed, a CAP Form 37 will be prepared as soon as possible

after the occurrence, but not later than 90 days, reflecting "Report of Survey." This form will contain a statement with all the pertinent facts concerning the investigation. A copy of the investigative report, police/fire report and other supporting documents will be attached to CAP Form 37. For donated or purchased, equipment, the CAP Form 37 will be signed by the wing and region commander, and copies provided to the LO. If the property was acquired from DOD excess, the "Report of Survey" will be signed by the wing commander and wing LO (region commander and LR/CC for region equipment) and forwarded to USAF-CAP LR/CC for review and comments prior to forwarding to CAP-USAF/LG for final approval.

Chapter 5

OTHER SUPPLY PROCEDURES

5-1. Visits to Defense Reutilization and Marketing Offices (DRMO). Certain CAP members may be authorized by the USAF-CAP LR/CC to screen, freeze, and pick up DOD excess property at disposal facilities within their region. Maximum of two per wing; additional requires HQ CAP-USAF/LG approval.

a. The wing commander will submit a written request to the wing LO for an individual(s) to perform this function. Liaison personnel will endorse the request with their evaluation to the LR/CC for written approval. These requests will be reviewed and reaccomplished annually during January.

b. Individuals acting in this capacity should wear their CAP uniforms. They must possess a current CAP membership card and identify their appropriate DOD Activity Address Code (DODAAC) prior to visiting the DRMO. Contact the wing LO if problems are encountered.

c. To screen items listed in the Excess Personnel Property List (EPPL), the request will be processed through the LO to the LR/LG.

5-2. Vehicles. "Vehicle Inventory Status Report," RCS: CAP S-2, is maintained by National Headquarters/LG and updated as of 15 May and 15 November (see CAPR 77-1). Only one vehicle and wing ID number, make, year of manufacturer, type, condition, and manufacturer's serial number will be listed on each CAP Form 37/DD Form 1348-1. *(NOTE.- If a vehicle becomes an immobile item, ensure proper procedures are followed to remove the vehicle from the S-2 and add to the Real Property Record (S-6).)*

a. Reclaiming Vehicles for Parts. Vehicles may be obtained from DOD excess for the sole purpose of reclaiming them for parts necessary to maintain serviceable corporate vehicles. Such vehicles will not be added to the S-2 Report, and insurance need not be paid on them provided they are not used. However, a copy of a CAP Form 37/DD Form 1348-1 will be forwarded to National Headquarters upon the acquisition and disposition of such vehicles for parts. (See paragraphs 3-6 for receipts and 4-2 for disposal.)

b. Excess Uneconomically Repairable Vehicles. Vehicles currently being carried on the inventory which become uneconomically repairable may also be reclaimed for parts. Wing LO approval is required if DOD excess. Wing commander approval is required for all other corporate vehicles.

c. Suspense Dates for Reclaiming for Parts. A suspense of 120 days from date of actual acquisition must be met for completion of parts reclamation and disposal of vehicles acquired strictly for parts. The same applies for those vehicles currently in the inventory that are reclaimed for parts. The period begins when approval is given.

5-3. Aircraft. A CAP Form 37 will be on file in the Aircraft Receipt Folder for each aircraft contained on the Aircraft Inventory/Status Report, RCS: CAP S-5. Each aircraft will be properly issued in accordance with nonexpendable issue procedures to the unit of assignment. The CAP Form 37 will contain information to properly identify the aircraft to include: type, registration number, serial number, instruments, radios, naviga-

tion equipment, etc. Specific guidance concerning the acquisition, control, and disposal of corporate aircraft is contained in CAPR 67-4.

5-4. Firearms. CAP personnel will not acquire or use firearms from DRMO. CAP personnel serving as color guards are permitted to use facsimile or deactivated firearms. Only facsimile or deactivated firearms may be stored in any facility owned, leased, or used by CAP.

5-5. Annual Survey/Audit of Supply Records. The USAFCAP LR is required to perform an annual survey/audit of accountable supply records for each wing and the region. Spot inventories will be accomplished to verify supply records. Other units (minimum of two units) may also be surveyed/audited by the LR if deemed necessary or appropriate. The purpose of the audit is to ensure that all corporate property is being managed and accounted for in accordance with established directives and to provide first-hand guidance to the supply officer/commander. The LR will furnish the commander a report of survey/audit along with comments and recommendations regarding his/her findings. This survey/audit is a separate and additional inspection from all other inspections. The wing commander will forward a corrective action report through the LO to the LR/CC within 45 days from the date of the audit report.

5-6. Suspension from Eligibility to Receive DOD Excess Property/Property Acquired through DOD Appropriated Funds. National Headquarters CAP-USAF/LG or USAFCAP LR/CC, with the coordination of the National Commander, are authorized to suspend and reinstate a wing or region from eligibility to receive DOD excess property and/or property acquired through DOD appropriated funds based on evidence of poor property management. The basis for suspension will be from facts observed during general inspections, staff assistance visits, annual survey/audit on accountable records, or upon recommendation of wing liaison personnel. Some examples of poor property management are:

a. Large accumulation of property which is excess to wing needs or for which no wing capability exists to maintain or restore to serviceable condition.

b. Accountable records in such conditions as to render a satisfactory audit impossible.

c. Inadequate storage facilities and/or serious deterioration of property in storage.

d. Abandonment of property.

e. Accountable supply officer not assigned in writing (CAP Form 2a).

f. Misuse of CAP property.

g. Noncompliance with CAP directives.

h. Failure to submit RCS: CAP S-2, S-3, S-5, S-6 and S-7 Reports.

5-7. Storage of Property. Material will be stored in a safe and orderly manner. In buildings with sprinklers installed, a clearance of 18 inches is required both vertically and horizon-

tally from all light and heating fixtures. In buildings without sprinklers, a 36 inch clearance is required. Under no circumstances will items be stored above light or heating fixtures. Prior to closing storage facilities after access, an inspection will be performed to eliminate any fire hazards and to ensure all

property is afforded adequate storage. NOTE.: *Under no circumstances will gasoline, oil, paint, or any other such flammable items be stored in the warehouse with other supplies and equipment. Store these items in separate outside facilities suitable for flammable items.*

OFFICIAL

JOHN T. MASSINGALE, JR., Colonel, USAF
Executive Director

Signed

ELIZABETH A. MASHBURN, Maj, USAF
Director of Administration

SUMMARY OF CHANGES

This revision changes the format of the CAP Form 37 to eliminate unnecessary entries and the use of card columns (CC). CAP Form 111 can no longer be used to issue expendable property to members of other units (with exception of DOD funded cadet uniforms).

INSTRUCTIONS FOR COMPLETING CAP FORM 37

1. Section I. To ensure accountability and validity of each inventory, section I of the CAP Form 37 must be completed as outlined below. Multiple items may be listed on a CAP Form 37 (exception: vehicles, one vehicle per 37). When items listed are in different Federal Stock Classes (FSC's), each FSC must be reflected on the CAP Form 38 document register. This enables a unit to reconcile their records for a specific item.

- a. Enter document numbers as required.
- b. FSC Block: Enter four (4) digit stock class from the DD Form 148-1 or current inventory.
- c. Serial Number Block: for nonexpendable, enter serial number or locally assigned serial number. Expendable property leave blank.
- d. Noun - enter noun/name of item.
- e. F/X Number Block: On initial receipt, enter F/X document number property was received on from DRMO. If donation, DOD Funded, SSASP, or purchase enter applicable word.
- f. Unit of Issue Block: Enter applicable unit of issue, i.e., EA=each, PR=pair.
- g. Quantity (one = 1, twenty = 20).
- h. Unit Cost Block = Enter Unit Cost.
- i. Property Accountability: Indicate as determined by the Liaison Region or Wing Commander.
- j. An "X" in this Block indicated property was:

Disposal	=	sold, taken to landfill
Report of Survey	=	lost or found
Transfer	=	from Wing to Wing, Squadron to Squadron, or from Wing to Squadron to Wing or to an Individual
Receipt	=	from LO, Region, LR LG, Donation, Purchase

k. Ship to: Enter complete charter number of the unit receiving the property. Address not required when charter number is reflected. If no charter number assigned, enter name and address of individual or firm receiving the property.

I. Shipped From: Enter complete charter number of the unit issuing or disposing of the property. Address is not required when charter number is reflected. If no charter number, enter name and address of individual or firm.

2. Section II. Used for receipt of property by wing/unit supply officer or commander.

3. Section III. Completed as indicated for issues to an individual. The commander indicates his/her approval with his/her signature and the individual indicates acknowledgement with his/her with initials. Blocks provided for two annual revalidations and may be continued on reverse.

4. Section IV. Enter disposal statement or remarks (see chapter 3). Requires wing commander and liaison officer (LO) signature and date for disposal of DOD property. LO signature not required for non-DOD.

5. Section V. Liaison officer and LR/LG must review all CAP Forms 37 submitted for correctness and to ensure his/her suspenses are cleared.

NOTE. CAP Form 37 invalid if all blocks are not completed. CAP Form 37 currently dated Sep 88. Previous editions will not be used.

I SHIPPING AND RECEIVING DOCUMENT						
DOC. NUMBER ISSUING/DISPOSAL ACTIVITY:			DOC. NUMBER RECEIVING ACTIVITY:			
FSC	SERIAL NUMBER	NOUN	FX NUMBER	UI	QTY	UNIT COST
5820	4356781A126	RADIO HW-18	FX 3368 6300 0002	EA	1	300.00
5820	1234	Radio Hw-20	(DONATION/PURCHASE, ETC)	EA	1	250.
6730	456	Projector B&H	FOB	EA	1	500.
7010	678	Computer IBM	Purchase	EA	1	750.
7430	890	Typewriter IBM	336892960001	EA	1	630.
CHARTER NUMBER SHIPPED TO: 01001		CHARTER NUMBER SHIPPED FROM: DRMO MONTGOMERY GUNTER AFS AL 36108		PROPERTY ACCOUNTABILITY <input type="checkbox"/> EXPENDABLE <input checked="" type="checkbox"/> NONEXPENDABLE AUTHORITY FOR ACTION: CAPM 67-1 <input checked="" type="checkbox"/> RECEIPT <input type="checkbox"/> TRANSFER <input type="checkbox"/> REPORT OF SURVEY <input type="checkbox"/> DISPOSAL		
II				DATE RECEIVED: 15 SEP 88		
CERTIFICATE FOR RECEIPT BY WING/UNIT						
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.						
TYPED NAME, GRADE OF SUPPLY OFFICER OR COMMANDER <u>JOHN A. DOE, MAJOR, CAP</u>						
SIGNATURE _____ DATE <u>30 SEP 88</u>						
III (FOR ISSUES TO INDIVIDUALS)						
In accepting custody of the above described property, it is agreed that CIVIL AIR PATROL retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. ANY ADDITIONS OR IMPROVEMENTS TO SAID PROPERTY SHALL BECOME PART THEREOF AND BELONG TO CIVIL AIR PATROL.						
Issued to (typed or printed name) _____ Signature _____ Date _____						
Approved/Disapproved, Commander's/Deputy Commander's Signature _____ Date _____						
ANNUAL REVALIDATION						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
IV DISPOSAL STATEMENT/REMARKS:						
NOTE - DO NOT PUT EXPENDABLE AND NONEXPENDABLE PROPERTY ON THE SAME CAP FORM 37. (EXAMPLE OF A RECEIPT)						
Note - No more than five (5) items will be listed on any one CAP Form 37. All annotated items must be grouped and listed in sequence by stock class.						
* INVALID IF ALL BLOCKS ARE NOT COMPLETED						
DISPOSAL APPROVAL	WING COMMANDER SIGNATURE	DATE	WING LIAISON OFFICER SIGNATURE	DATE		
V						
REVIEWED FOR COMPLETENESS BY: Liaison Office: _____ USAF-CAP Region LG/CC _____						

SHIPPING AND RECEIVING DOCUMENT						
DOC. NUMBER ISSUING/DISPOSAL ACTIVITY:				DOC. NUMBER RECEIVING ACTIVITY:		
FSC	SERIAL NUMBER	NOUN	FX NUMBER	UI	QTY	UNIT COST
5820	1265321	RADIO HW -18		EA	1	160.00
CHARTER NUMBER SHIPPED TO:		CHARTER NUMBER SHIPPED FROM:		PROPERTY ACCOUNTABILITY <input type="checkbox"/> EXPENDABLE <input type="checkbox"/> NONEXPENDABLE		
				AUTHORITY FOR ACTION: CAPM 67-1		
				<input checked="" type="checkbox"/> RECEIPT <input type="checkbox"/> TRANSFER		
				<input type="checkbox"/> REPORT OF SURVEY		
			<input type="checkbox"/> DISPOSAL			
II				DATE RECEIVED:		
CERTIFICATE FOR RECEIPT BY WING/UNIT						
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.						
TYPED NAME, GRADE OF SUPPLY OFFICER OR COMMANDER _____						
SIGNATURE _____ DATE _____						
III (FOR ISSUES TO INDIVIDUALS)						
In accepting custody of the above described property, it is agreed that CIVIL AIR PATROL retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. ANY ADDITIONS OR IMPROVEMENTS TO SAID PROPERTY SHALL BECOME PART THEREOF AND BELONG TO CIVIL AIR PATROL.						
Issued to (typed or printed name) <u>JOHN A. SMITH</u> Signature _____ Date <u>15 Sep 88</u>						
Approved/Disapproved, Commander's/Deputy Commander's Signature _____ Date <u>15 Sep 88</u>						
ANNUAL REVALIDATION						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
IV DISPOSAL STATEMENT/REMARKS:						
(Example of a receipt to an individual)						
* INVALID IF ALL BLOCKS ARE NOT COMPLETED						
DISPOSAL APPROVAL	WING COMMANDER SIGNATURE	DATE	WING LIAISON OFFICER SIGNATURE	DATE		
V						
REVIEWED FOR COMPLETENESS BY: Liaison Office: _____ DATE _____ USAF-CAP Region LQ/OC _____						

I SHIPPING AND RECEIVING DOCUMENT						
DOC, NUMBER ISSUING/DISPOSAL ACTIVITY:			DOC, NUMBER RECEIVING ACTIVITY:			
FSC	SERIAL NUMBER	NOUN	FX NUMBER	UI	QTY	UNIT COST
5820	12681	RADIO 13 BANDS		EA	2	175.00
5820	12682	RADIO 13 BANDS				
CHARTER NUMBER SHIPPED TO: A & B RADIO SHOP 123 1st Ave Prattville AL 36067		CHARTER NUMBER SHIPPED FROM: 4-01-001		PROPERTY ACCOUNTABILITY <input type="checkbox"/> EXPENDABLE <input type="checkbox"/> NONEXPENDABLE		
		AUTHORITY FOR ACTION: CAPM 67-1 <input type="checkbox"/> RECEIPT <input type="checkbox"/> TRANSFER <input type="checkbox"/> REPORT OF SURVEY <input checked="" type="checkbox"/> DISPOSAL				
		DATE RECEIVED:				
II CERTIFICATE FOR RECEIPT BY WING/UNIT I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property. TYPED NAME, GRADE OF SUPPLY OFFICER OR COMMANDER _____ SIGNATURE _____ DATE _____						
III (FOR ISSUES TO INDIVIDUALS) In accepting custody of the above described property, it is agreed that CIVIL AIR PATROL retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. ANY ADDITIONS OR IMPROVEMENTS TO SAID PROPERTY SHALL BECOME PART THEREOF AND BELONG TO CIVIL AIR PATROL. Issued to (typed or printed name) _____ Signature _____ Date _____ Approved/Disapproved, Commander's/Deputy Commander's Signature _____ Date _____						
ANNUAL REVALIDATION						
Date _____		Commander's Signature _____		Date _____		Individual's Initials _____
Date _____		Commander's Signature _____		Date _____		Individual's Initials _____
IV DISPOSAL STATEMENT/REMARKS: We certify that the property listed hereon was declared uneconomically reparable and that the property was traded for labor and parts provided to repair other wing radios (serial numbers 2468 and 3579). (EXAMPLE OF DISPOSAL BY TRADING) ATTACH COPY OF LETTER APPROVED BY THE USAF CAP LR/CC)						
* INVALID IF ALL BLOCKS ARE NOT COMPLETED						
DISPOSAL APPROVAL	WING COMMANDER SIGNATURE		DATE	WING LIAISON OFFICER SIGNATURE		DATE
V						
REVIEWED FOR COMPLETENESS BY: Liaison Office: _____				USAF-CAP Region LG/CC _____		

I SHIPPING AND RECEIVING DOCUMENT						
DOC, NUMBER ISSUING/DISPOSAL ACTIVITY:			DOC, NUMBER RECEIVING ACTIVITY:			
FSC	SERIAL NUMBER	NOUN	FX NUMBER	UI	QTY	UNIT COST
7430	12 - 65A6CDE	TYPEWRITER		EA	1	
CHARTER NUMBER SHIPPED TO: Montgomery Landfill Montgomery AL		CHARTER NUMBER SHIPPED FROM: 4-01=001		PROPERTY ACCOUNTABILITY <input type="checkbox"/> EXPENDABLE <input type="checkbox"/> NONEXPENDABLE AUTHORITY FOR ACTION: CAPM 67-1 <input type="checkbox"/> RECEIPT <input type="checkbox"/> TRANSFER <input type="checkbox"/> REPORT OF SURVEY <input checked="" type="checkbox"/> DISPOSAL		
II				DATE RECEIVED:		
CERTIFICATE FOR RECEIPT BY WING/UNIT						
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.						
TYPED NAME, GRADE OF SUPPLY OFFICER OR COMMANDER _____						
SIGNATURE _____ DATE _____						
III (FOR ISSUES TO INDIVIDUALS)						
In accepting custody of the above described property, it is agreed that CIVIL AIR PATROL retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. ANY ADDITIONS OR IMPROVEMENTS TO SAID PROPERTY SHALL BECOME PART THEREOF AND BELONG TO CIVIL AIR PATROL.						
Issued to (typed or printed name) _____ Signature _____ Date _____						
Approved/Disapproved, Commander's/Deputy Commander's Signature _____ Date _____						
ANNUAL REVALIDATION						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
IV DISPOSAL STATEMENT/REMARKS:						
We certify that the property listed hereon was declared uneconomically reparable, that the property was placed in a landfill, and that no money was realized from it's disposal.						
(EXAMPLE OF DISPOSAL BY USING A LANDFILL)						
(ATTACH COPY OF LO DISPOSAL APPROVAL LETTER)						
* INVALID IF ALL BLOCKS ARE NOT COMPLETED						
DISPOSAL APPROVAL	WING COMMANDER SIGNATURE		DATE	WING LIAISON OFFICER SIGNATURE		DATE
V						
REVIEWED FOR COMPLETENESS BY: Liaison Office: _____			DATE	USAF-CAP Region LG/OC _____		
DATE			DATE			

SHIPPING AND RECEIVING DOCUMENT						
DOC, NUMBER ISSUING/DISPOSAL ACTIVITY:			DOC, NUMBER RECEIVING ACTIVITY:			
FSC	SERIAL NUMBER	NOUN	FX NUMBER	UI	QTY	UNIT COST
2300	ACB 3268 12B	DODGE TRUCK 1986		EA	1	
CHARTER NUMBER SHIPPED TO: 4-09-012		CHARTER NUMBER SHIPPED FROM: 4-09-001		PROPERTY ACCOUNTABILITY <input type="checkbox"/> EXPENDABLE <input type="checkbox"/> NONEXPENDABLE AUTHORITY FOR ACTION: CAPM 67-1 <input type="checkbox"/> RECEIPT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> REPORT OF SURVEY <input type="checkbox"/> DISPOSAL		
II				DATE RECEIVED:		
CERTIFICATE FOR RECEIPT BY WING/UNIT						
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.						
TYPED NAME, GRADE OF SUPPLY OFFICER OR COMMANDER <u>Florida Miami Composite Supply Officer</u>						
SIGNATURE _____ DATE _____						
III (FOR ISSUES TO INDIVIDUALS)						
In accepting custody of the above described property, it is agreed that CIVIL AIR PATROL retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. ANY ADDITIONS OR IMPROVEMENTS TO SAID PROPERTY SHALL BECOME PART THEREOF AND BELONG TO CIVIL AIR PATROL.						
Issued to (typed or printed name) _____ Signature _____ Date _____						
Approved/Disapproved, Commander's/Deputy Commander's Signature _____ Date _____						
ANNUAL REVALIDATION						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
IV DISPOSAL STATEMENT/REMARKS:						
VID # = 09062						
(EXAMPLE OF A TRANSFER)						
* INVALID IF ALL BLOCKS ARE NOT COMPLETED						
DISPOSAL APPROVAL	WING COMMANDER SIGNATURE		DATE	WING LIAISON OFFICER SIGNATURE		DATE
V						
REVIEWED FOR COMPLETENESS BY: Liaison Office: _____				DATE _____ USAF-CAP Region LG/CC _____		

I SHIPPING AND RECEIVING DOCUMENT						
DOC, NUMBER ISSUING/DISPOSAL ACTIVITY:			DOC, NUMBER RECEIVING ACTIVITY:			
FSC	SERIAL NUMBER	NOUN	FX NUMBER	UI	QTY	UNIT COST
5820	4RX3658	RADIO		EA	1	50.00
CHARTER NUMBER SHIPPED TO: 4-01-001		CHARTER NUMBER SHIPPED FROM: 4-01-026		PROPERTY ACCOUNTABILITY <input type="checkbox"/> EXPENDABLE <input type="checkbox"/> NONEXPENDABLE AUTHORITY FOR ACTION: CAPM 67-1 <input type="checkbox"/> RECEIPT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> REPORT OF SURVEY <input type="checkbox"/> DISPOSAL		
II				DATE RECEIVED:		
CERTIFICATE FOR RECEIPT BY WING/UNIT						
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.						
TYPED NAME, GRADE OF SUPPLY OFFICER OR COMMANDER <u>COL JOHN A. DOE, Supply Officer</u>						
SIGNATURE _____ DATE <u>15 Sep 88</u>						
III (FOR ISSUES TO INDIVIDUALS)						
In accepting custody of the above described property, it is agreed that CIVIL AIR PATROL retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his designee on demand by the issuing officer. ANY ADDITIONS OR IMPROVEMENTS TO SAID PROPERTY SHALL BECOME PART THEREOF AND BELONG TO CIVIL AIR PATROL.						
Issued to (typed or printed name) _____ Signature _____ Date _____						
Approved/Disapproved, Commander's/Deputy Commander's Signature _____ Date _____						
ANNUAL REVALIDATION						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
Date _____ Commander's Signature _____ Date _____ Individual's Initials _____						
IV DISPOSAL STATEMENT/REMARKS:						
(EXAMPLE OF TRANSFER TO TURN-IN TO REGION)						
* INVALID IF ALL BLOCKS ARE NOT COMPLETED *						
DISPOSAL APPROVAL	WING COMMANDER SIGNATURE		DATE	WING LIAISON OFFICER SIGNATURE		DATE
V						
REVIEWED FOR COMPLETENESS BY: Liaison Office: _____				USAF-CAP Region LG/OC _____		

RECAP SHEET (Expendable Issues Only)				CAP ORGANIZATION	CALENDAR YEAR	DOC NO
ITEM NO	FSG	ITEM DESCRIPTION	QTY	ISSUED BY	RECEIVED BY	DATE
				Metumpka Comp Sq	1989	85-3 (See Note)
1	84	Gloves, Size 8	2 PR	Capt Smith	Maj Brown*	8 Jan
2	84	Combat Boots, Size 9½	1 PR	Capt Smith	Maj White*	8 Jan
3	93	Bond Paper 8½" x 11"	3 RM	Capt Smith	Maj Jones*	10 Jan
4	84	Shirt, Mens, Size 15½ Long	2 EA	Capt Smith	Col Green*	12 Jan
				*Actual signature of recipient		
	*	NOTE: Each year only one document number, from the CAP Form 38, will be assigned to the CAP Form 111.				

CAP FORM 111
APR 70

PREVIOUS EDITIONS ARE OBSOLETE.

"Transfer of Property Responsibility"

"We the undersigned officers of the Civil Air Patrol, jointly certify that to the best of our knowledge and belief, all CAP property in the possession of (Unit) is properly accounted for in accordance with CAPM 67-1 and (Unit) supplement thereto."

Signature and Date
PAUL B. BROWN, Captain CAP
Outgoing Supply Officer

Signature and Date
BILL D. JONES, Major, CAP
Incoming Supply Officer

APPROVED

Signature and Date
UNIT COMMANDER'S

DD FORM 1348-1, (6 PART), 1 JAN 64

Supply Officer.
EDITION OF 4 AUG 61 MAY BE USED.

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

CERTIFICATE OF DONATION

I certify that I am voluntarily donating my personal resources of the kinds listed below, and/or items listed below, to the Civil Air Patrol. I further certify that I understand title to the donated items or the property identified below, on which my personal resources may be expended, will be vested in Civil Air Patrol, Inc., that I will have no further right, title, interest in, or claim against such property, and that when the property has no further utility to CAP, it must be disposed of in accordance with applicable CAP directives.

Dated this the _____ day of _____, 19_____

(Signature)

Name: _____

Address: _____

City, State: _____

Civil Air Patrol accepts the property and services indicated above. Civil Air Patrol is a tax exempt Organization under 501(c)(3) of the Internal Revenue Code. The valuation of property and/or services donated and deductibility thereof remain the responsibility of the Donor as specified in the Internal Revenue Code.

Accepted for Civil Air Patrol, Inc.

(Note: Must be a corporate officer, i.e., wing or region commander).

Signature: _____ Date: _____

Name: _____

Title: _____

FEDERAL SUPPLY CLASSES AUTHORIZED FOR CIVIL AIR PATROL

1510	Aircraft, Fixed Wing (including sailplanes and hot air balloons)
1560	Airframe Structural Components
1600	Aircraft Components (except Classes 1615/ 1660)
1730	Aircraft Ground Servicing Equipment
2300	Motor Vehicles (except Classes 2340j2350 and M-151 Series Vehicles) *See below
2500	Vehicle Equipment Components - All Classes
2600	Tires and Tubes (except Class 2630)
2805	Gasoline Reciprocating Engines, except Aircraft and Components
2810	Gasoline Reciprocating Engines, Aircraft and Components
2900	Engine Accessories (except Class 2950)
3030	Belting, Drive Belts, Fan Belts, and Accessories
3413	Drilling Machines (bench type only)
3419	Miscellaneous Machine Tools
3431	Electric Arc Welding Equipment
3433	Gas Welding, Heat Cutting and Metalizing Equipment
3439	Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories
3441	Bending & Forming Machines (tubes and pipe benders only)
3444	Manual Presses
3460	Machine Tool Accessories (abrasive and buffing wheels and bench vises only)
3610	Printing, Duplicating, and Bookbinding Equipment (duplicating machines and paper cutters only)
3695	Chain Saws
3750	Lawn Mowers and Garden Tools
3920	Materials Handling Equipment, Nonsell-propelled
3940	Blocks, Tacket, Rigging, and Slings (block and tackle set only)
3950	Winches, Hoists, Cranes, and Derricks (chain hoists and hand operated winches only)
3990	Miscellaneous Materials Handling Equipment (warehouse pallets and bins)
4000	Rope, Cable, Chain, and Fittings (all classes)
4100	Refrigeration and Air Conditioning Equipment (except freezers)
4200	Fire Fighting, Rescue and Safety Equipment (except 4230)
4310	Compressors and Pumps
4510	Plumbing Fixtures
4520	Heating Equipment
4700	Pipe, Tubing, Hose and Fittings (all classes)
4910	Vehicle Maintenance Equipment
4930	Lubrication and Fuel Dispensing Equipment
4940	Miscellaneous Repair Shop Equipment
5100	Hand Tools (all classes)
5200	Measuring Devices, i.e., gauges, etc. (all classes)
5300	Hardware and Abrasives (all classes)
5410	Prefabricated and Portable Buildings
5440	Scaffolding Equipment (ladders only)
5500	Lumber, Millwork, and Plywood (all classes)
5805	Telephone and Telegraph Equipment
5815	Teletype and Facsimile Equipment
5820	Communications Equipment
5821	Radio Communications Equipment - Airborne
5826	Radio Navigation Equipment - Airborne
5830	Intercommunications and Public Address Systems Except Airborne
5895	Miscellaneous Radio Equipment
5900	Electrical and Electronic Components (all classes)
6100	Electric Wire, Power and Distribution Equipment (all classes)
6200	Lighting Fixtures and Lamps (all classes)
6350	Miscellaneous Alarm Systems (emergency signal mirrors and whistles)
6530	Hospital Equipment (only if trained CAP members are available)
6545	Medical Sets - to effectively utilize items in these FSCs
6605	Navigational Instruments

*No fuel servicing vehicles are authorized to be acquired for CAP. No M-151 series vehicles are authorized to be acquired by CAP due to their suspension design and danger to the safety of public highway users as determined by the National Transportation Safety Board.

6610	Flight Instruments
6620	Engine Instruments
6625	Electrical and Electrical Properties Measuring and Test Equipment
6645	Watches, Clocks, etc.
6650	Optical Instruments (binoculars and telescopes only)
6665	Hazard Detecting Instruments and Apparatus
6675	Draft and Survey Instruments
6720	Cameras, Still Picture
6730	Photographic Projection Equipment
6750	Photographic Supplies
6760	Photographic Equipment & Accessories
6840	Insect Repellant
6850	Rust Inhibitors
6900	Model Aircraft, etc. (except 6920)
7100	Household Furniture (all classes)
7200	Household Furnishings (all classes)
7300	Food Preparation and Servicing Equipment (all classes)
7400	Office Machinery (all classes)
7500	Office Supplies (all classes)
7600	Publications, i.e., books, dictionaries, etc.
7710	Musical Instruments
7720	Musical Instruments - Parts and Accessories
7810	Athletic and Sporting Equipment
7900	Janitorial Equipment (all classes)
8000	Paints and Dopes (all classes)
8110	Drums and Cans
8300	Textiles (all classes)
8405	Outerwear, Men's
8410	Outerwear, Women's
8415	Clothing, Special Purpose
8430	Footwear, Men's
8435	Footwear, Women's
8440	Hosiery, Handwear and Clothing Accessories, Men's
8445	Hosiery, Handwear and Clothing Accessories, Women's
8460	Luggage
8465	Individual Equipment
9150	Lubricating Oils and Hydraulic Fluids
9310	Paper and Paperboard
9505	Wire, Nonelectrical, Iron and Steel
9525	Wire, Nonelectrical, Nonferrous
9535	Plate, Sheet, Strip and Foil
9900	Miscellaneous (NOTE: Reclassify to appropriate FSC when transferred to CAP on CAP Form 37.)